

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 9, 2013**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Dennis Doyle, Anna Eddy, Pauline Kruk, Iris Larsson, LeeAnn Manke, Kris Nasinnyk, Maureen O'Connor Lyons, Tony Palermino, Neil Ryan, Diane Stamm, Ellen Vessella, Pam Raynock

BOARD MEMBERS ABSENT

Judy Igielski, Patty Foley

STAFF

Lisa Masten, Library Director
Karen Benner, Assistant Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS

Clarke Castelle
David Nagel

FRIENDS

Philip DesJardins

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:02 PM. Anna welcomed Pam Raynock back to the Library Board. Pam served a few years ago and left to serve on the Board of Education, and has now returned to the Library Board. Patty Foley is also a new Board of Trustees member, however she was not in attendance this evening. Ellen Vessella was also reappointed to the Board of Trustees, and LeeAnn Manke is now a corporate member.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

Judy was not in attendance.

Anna commented that on page three under PEP, it should read that the committee "recommended" and not "voted" on the new corporate member opening. **MOTION: Diane Stamm a motion to accept the minutes of November 18, 2013 as amended, LeeAnn Manke seconded the motion, all were in favor, and the motion to accept the minutes of November 18, 2013 as amended was approved with an 11-0 vote, Pam Raynock abstained as she was not a Board of Trustees member at that time.** LeeAnn commented that in that same section it reads that she sent a letter of resignation to the Town Council when it should read that she sent the letter to the Town Clerk, and she also sent a copy of the letter to Judy Igielski as Chairperson of the PEP Committee.

III. PUBLIC PARTICIPATION

Elizabeth Lozinski asked to speak on behalf of her daughter who is organizing a fundraiser for a member of the Newington Volunteer Ambulance, James Jehnings, who is suffering from bladder cancer. She stated that she is going to different meetings of Boards and Commissions to make them aware of this fundraiser pasta dinner scheduled for January 11th from 4:00 to 10:00 PM. She left a flyer for the Board of Trustees regarding this event.

The Board welcomed Clark Castelle and David Nagel to the evening and congratulated them both on their reelections to the Town Council.

IV. REVIEW OF ANNUAL ACTIVITIES CALENDAR

Anna reviewed the Annual Activities Calendar which shows that the 2014 meeting scheduled has been forwarded to the Town Clerk's Office. The 2014 meeting dates are: January 13, February 10, March 10, April 7, May 12, June 9, September 8, October 6, November 10, and December 8. The other activity listed on the calendar for December is sponsorships for the 5K Race, and opportunities for Fund Development.

V. TREASURER'S REPORT

Iris stated she had no report.

VI. LIBRARY DIRECTOR'S REPORT

Lisa reported that in personnel Jennifer Bassett, part-time Teen Librarian, has given her notice.

Staff is preparing for the migration from SIRSI to Triple I with training scheduled for March and April, going live in May, and everything needs to be in place by the end of June. Staff and the public will be receiving new computers that will have Windows 7 and Microsoft 2013; training will take place on both of these.

Farmington Bank will be sponsoring a concert, Simply Swing, on April 27th at the Town Council Chambers. Farmington Bank will be sponsoring Simply Swing at various locations in Connecticut where they have branches and Newington will be the first to hold this concert.

Lisa serves on the Governor's Committee Consortium and she has received the new handbook; she was also given a buddy to work with her and familiarize her with this committee. They review the By-Laws for the Library Connection.

A training session will be held for the reference and children's libraries on how to do reference interviews.

The ZINIO digital magazines will be reviewed and some magazines from the 90 titles available will be weeded out. The reason for this is that the cost for this service has tripled. The more popular magazines will be kept for the ZINIO service.

The Adult Winter Reading Program will be in January.

VII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that there was an incident on Friday afternoon with two patrons having a heated argument. The police were called and one of the patrons was taken away. Recently there have been issues with some difficult patrons and their rudeness to the staff.

There are two IPADS in the Children's area for public use. The settings are locked, and the IPADS are locked onto the table.

Dorothy Russell has begun her position as full time reference librarian. She will be invited to attend a future Board meeting so the Board can be introduced to her.

Karen has been working with Teen Librarian Bailey Ortiz on training the teen technology group. There will be a Get To Know Your IPAD Apps on January 14th.

VIII. FRIENDS OF THE LIBRARY

Phil DesJardins stated he had no report. The Wine, Beer, & Cheese Social is scheduled for January 24, 2014.

IX. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Judy was not in attendance. Maureen reported that the Board had copies of the Policy Statement for Meeting Rooms, the Meeting Rooms Application, and Directions to the Library which indicates changes. There were some questions about the language in Section III, #5. **MOTION: LeeAnn Manke made a motion to change the language in Section III, #5, to read: "The Library does not provide computers or projectors for public use. However, groups may bring in their own equipment for use during their program. Library staff will not be available to assist with the groups' equipment, Dianne seconded the motion, all were in favor, and the motion passed with a 12-0 vote.**

1. Welcome "new" members of our Board

Maureen welcomed LeeAnn officially as a corporate member. Patty Foley has been appointed by the Republican Town Committee, and Pam Raynock has been appointed by the Democratic Town Committee. Maureen read a letter from Patty apologizing for not being in attendance this evening's meeting and suggesting that media be contacted announcing new appointments to the Library Board. The Board discussed this and stated that the entire Board should receive publicity and at that time provide information for the public regarding the Library's 75th Anniversary and the RFID project. The local papers will be contacted and ask to attend the January meeting at 6:15 PM for photographs and story.

2. Update re: List of Board Committee "descriptions"

This is something that Kris has put together and will share with the new members.

3. Update re: Officers' Duties w/time line

There was no discussion on this.

B. Investment Committee

Neil stated he had no report. He is hoping that the quarterly statements will be available by the time of the January Board meeting.

C. House Committee

Diane had no report.

D. Facility and Site

1. Long Range Plan Update

Maureen reported that the committee will meet on Tuesday, January 7th at 6:30 PM. They will discuss the Long Range Plan, and Lisa has shared the 2013-2014 Plan of Action that the committee will review.

E. Fund Development/Legacy Society

Pauline stated she did not have a report.

F. Budget

Tony reported that the 2014-2015 budget comparison reports have been received. The Town Manager has asked for a 0% increase in all budgets. The budget will be officially submitted to the Town Manager on January 3rd. The Board discussed speaking with the Town Council with regard to the second installment for the RFID.

G. Technology

Paul had no report.

X. **OLD BUSINESS**

A. Town Hall Renovations Project Building Meetings

The meeting was rescheduled for Monday, December 16th at 5:00 PM. Clark commented that with the new Town Council, this committee is almost entirely new. They will be concentrating on the design for the Parks & Recreation Community Center, and blueprints for the Town Hall. The Library's needs are not addressed at all, other than the demolition of the gymnasium will bring more parking, and there will be a new entrance to the Town Hall from Garfield Street.

B. Race 2014

Anna distributed a copy of proposed sponsor levels. The Trustees level will remain at \$100, however a new proposed level would be called Newington CHEERS sponsorship for \$150 which would include five complimentary entries for Newington students in grades 5 through 11. The Board discussed this and to be more financially feasible they changed it to three complimentary entries.

C. 75th Anniversary

LeeAnn commented that it was so nice to use the property next door for a garden during the Summer Reading Project. She stated that it would be nice to hold some kind of outside event on the property, such as a concert, for the 75th Anniversary. Maureen oversees the Hanel Event, and has an Ad Hoc Committee for the 75th Anniversary to review possible programs.

Neil thanked Lisa for providing the Board with information regarding Richard Leinhard.

XI. NEW BUSINESS

Anna stated that the Board has been asked to submit a name for Volunteer of the Year award. Last year the Board nominated Judy Igielski and she won. Maureen stated that Judy sent an email nominating LeeAnn Manke as Volunteer of the Year. **MOTION: Kris Nasinnyk made a motion to nominate LeeAnn Manke as Volunteer of the Year, Tony Palermino seconded the nomination, all were in favor, and the motion passed with a 12-0 vote.**

Lisa stated that the Library has been asked by the Department of Human Services to place a small donation bin in the lobby for food donations. The reason for this is the Library is open many more hours than the Department of Human Services and Town Hall. The Board thought this was a great idea.

Iris commented on the earlier Public Participation from Elizabeth Lozinski asking for donations. She strongly objects to having someone come to a meeting asking for this. Ms. Lozinski is attending all Board and Commission meetings asking for donations.

XII. PUBLIC PARTICIPATION

Clark Castelle stated that the allocation for the first installment of the RFID will not do any good without the second year installment. He thinks it is a very good idea to have a PowerPoint Presentation given to the Town Council about the RFID. He also suggested starting with the CIP committee and explaining the RFID to them.

The Board discussed having the PowerPoint Presentation made available to the public through the website.

David Nagel commented that selling the RFID project to the Town Council and educating them would be very helpful.

Gail Whitney told the Board that the Newington Chamber will hold the State of the Town on Thursday, February 27th, with a snow date of Friday, February 28th, and the 22nd Annual Home and Business Showcase/Taste of Newington is scheduled for Saturday, March 22nd.

MOTION: Tony Palermينو made a motion to go into Executive Sessions to discuss negotiations, LeeAnn Manke seconded the motion, all were in favor, and the motion passed unanimously with a 12-0 vote at 8:32 PM.

XIII. ADJOURNMENT

The Board adjourned at _____.